

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** SR Buyer  
**Position Grade:** 8

**FLSA Status:** Non-Exempt

**Date:** May, 2003  
**Job Code:** 8-17

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

**Responsible for the expenditure of funds for services, materials, supplies & equipment for the best interest of Monroe County.**

### KEY RESPONSIBILITIES

1. \*Review Purchase Order requests for accuracy, completeness and budget compliance.
2. \* Solicit vendors for competitive pricing and services.
3. \* Analyze and tabulate bids received from vendors.
4. Assists departments in the Purchase Order System.
5. Assist in bid openings and conduct openings in absence of supervisor.
6. Set up all new users system to give them access to accounts in conjunction with the Finance Dept.
7. Pay advertisement invoices and keep copies of all advertised published bids.
8. Receive, process, send all incoming, and outgoing mail to appropriate person/department.
9. Input Request to Purchase forms from operating departments and place orders.
10. \*Obtain pricing via Internet and place all Office Depot orders via Internet.
11. Maintains PO filing system and purge PO's for storage every 6-8 weeks.
12. Responsible for distribution of courier and US mail in Mailroom.

**\*Indicates an essential job function**

**Position Title:** Senior Buyer

**Job Code:** 8-17

**Position Grade:** 8

## KEY JOB REQUIREMENTS

**Education:** High School Diploma or GED required.

**Experience:** 2 years to 3 years minimum amount of prior related work experience.

**Impact of Actions:** Makes recommendations or decision which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

**Complexity:** Varied: Work is complex and varied and requires the selection and application of technical and detailed guide lines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can be found by using methods chosen before in other situations.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

### Communication

**with Others:** Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement or regulations, policies and procedures.

**Managerial Skills:** Involves no responsibility or authority for the direction of others.

**Working Conditions/ Physical Effort:** Normal office situation/ Stockroom or warehouse/ Intermittently sitting, standing, stooping/ Heavy lifting or carrying 50 lbs or more.

## APPROVALS

*Department Head:*

Name: Sheila A. Barker      \_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: Sheila A. Barker      \_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: James L. Roberts      \_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_